

**APPLICATION COVER SHEET**

**ORGANIZATION INFORMATION**

Name of Organization: City of Minneapolis Rainleader Disconnect Program		
Legal Name (if different):		
Address: Minneapolis Environmental Management 250 South 4 <sup>th</sup> Street—Room 414		
City, State, Zip: Minneapolis, MN 55415		
Employer Identification Number:		
Primary Phone: 612-673-5899		
Secondary Phone: 612-673-5711		
Fax: 612-673-3660		
E-mail Address: arvella.greenway@ci.minneapolis.mn.us		
Contact person regarding this application: Arvella Greenway		
Title: Program Manager	Phone: 612-673-5899	E-mail: arvella.greenway@ci.minneapolis.mn.us

**FISCAL AGENT**

Name of Fiscal Agent (if different than Organization):		
Address:		
City, State, Zip:		
Fiscal Agent Employer Identification Number: 41-6005375		
Title:	Phone:	E-mail:

**PROPOSAL INFORMATION**

Project Title: Combined Sewer Overflow Homeowner Outreach
<p>Please give a short summary of your proposal:</p> <p>The Rainleader Disconnect Program (RDP) is seeking assistance from MWMO to fund an outreach program for homeowners. The premise of this program is to educate and support citizens in their efforts to remove inflow from the sanitary sewer system. By doing so, the MWMO can demonstrate the connection each person has with the environment and in particular, the Mississippi River.</p> <p>The RDP will work with neighborhood organizations to plan informational meetings and workshops to assist homeowners and other interested parties with their disconnection needs. Funds from the MWMO will be used to provide homeowners with materials needed to redirect their downspouts to drain to grass. A typical home would require two downspout elbows, two downspout extensions, and one tub of quick-setting cement at a cost of \$26.00. Demonstrations of proper disconnection tools and techniques will be provided along with the necessary materials.</p>

For MWMO use only  
Application Received: \_\_\_\_\_

Project dates:	
Dollar amount requested: \$16000	Total project budget:
Geographic Area/Community served: City of Minneapolis	Population served: Homeowners/Property owners

**AUTHORIZATION**

Signature: \_\_\_\_\_ January 7, 2004 \_\_\_\_\_  
Date

Name (Print) Arvella Greenway \_\_\_\_\_ Title (Print) Program Manager \_\_\_\_\_  
\_\_\_\_\_

**APPLICATION EXECUTIVE SUMMARY**

**Project Title:** Combined Sewer Overflow Homeowner Outreach

**Narrative Project Description:**

**Project Evaluation:**

**Project Funding/Financial:**

Follow the requirements on pages 3 and 4 of this Application to create and submit, with pertinent supplemental information, the formal proposal request to the MWMO. Derive the Application Executive Summary information for each above listed areas from the requested submittal requirements described on pages 3 and 4 and record each in the appropriate area above. Use a font similar to Times New Roman or Arial at least 10pt in size. The **TOTAL** executive summary may not exceed 1 page in length. Use the narrative titles (in **BOLD** above), in the order presented, for each section of the executive summary.

### **Narrative Project Description**

1. **Project Title:** Provide a project title.
2. **Organization:** Describe your mission, whom you serve, etc.
3. **Project History:** Describe the history, need, etc. that lead to the problem.
4. **Project Objective:** List the specific, measurable key project purpose(s)/objective(s).
5. **Project Description:** Describe the project in detail.
6. **Watershed Goals:** List of watershed goals the project fulfills
7. **Additional Benefits:** List of goals of other master plans, which overlap MWMO boundaries the project supports.

Narrative documentation must not exceed two (2) pages in length. Use a font similar to Times New Roman or Arial at least 10pt in size. Use the headings (in **BOLD** above) in the order presented for each section of the narrative. Attach as pages 3 and 4 of your application.

### **Project Evaluation**

1. Describe how will you evaluate the success of the project?
  - a. If monitoring is proposed, then describe the methodology, equipment, timeline, responsible party, etc. to execute the monitoring program.
  - b. If models are used to estimate before and after project conditions for the reduction of sediment, nutrient, or chemical inputs to the river, then describe the method used.
2. Describe how the evaluation will be disseminated and to whom.

Project evaluation documentation must not exceed two (2) pages in length. Use a font similar to Times New Roman or Arial at least 10pt in size. Present the requested information in the order presented above for each section of the project evaluation. Attach following the narrative project description of your application.

### **Funding/Financial**

1. Provide detailed cost estimates for all phases of the project including diagnostic, feasibility, design, implementation, monitoring that you requesting funds for.
2. Provide a summary of matching dollars from all other sources including other grant sources. Including in-kind time, materials, equipment, and a description of the use limitations of the other fund sources, if any.
3. Indicate the year funds will be expended if different than the fiscal year that you are applying in (e.g. a multiple year levy for a project built in the second or third year of funding).
4. If equipment will be purchased with the requested funds, then provide the procurement process used and the cost breakout of each item.

Project financial documentation must not exceed two (2) pages in length. Budget spreadsheet formats are preferred to word processing tables. Use a font similar to Times New Roman or Arial at least 10pt in size. Present the requested information in the order presented above for each section of the project evaluation. Attach following the project evaluation section of your application.

### **Site and Construction Information**

1. Location map.
2. Existing conditions map labeled with topography, all existing site elements, utilities, scale, north arrow, title, date, etc.
3. Site plan of planned improvements you propose with labels, scale, north arrow, etc.
4. Cross-sections, if applicable.
5. Schedule of design, implementation/construction, and monitoring.

All maps and drawing should be no larger than 11 by 17 and must be legible when reproduced in black and white. If the applicant chooses to submit larger drawings or plans, then they must submit six (6) copies of each larger drawing. Present the requested information in the order presented above for each section of the project evaluation. The location map may be included on the existing conditions map if space allows.

If the purpose of the project is property acquisition, habitat improvement, etc. identify those area(s) on the site plan of planned improvements and attach additional documents such as planting plans or parcel identification.

Use of a Gantt chart format to present the schedule of design, implementation/construction, and monitoring is preferred over other methods. However, any method may be used that clearly indicates who will be responsible for carrying out major tasks in the workplan (e.g. contractors, volunteers, municipal workers, etc.) and when the tasks will be completed. Attach following the project financial section of your application.

### **Supporting Documentation**

1. Hydrolic and Hydrologic calculations.
2. Other support materials as needed to fully describe the project.

Attached any other information you need to fully explain all the elements of your project. Attach these following the site and construction information in you application.

### **Submission Requirements**

Submit six (6) complete copies and one (1) digital copy. Text must be in .DOC or .RTF formats. All images, plans, cross-sections, and drawings in the digital copy must be in .BMP, .JPEG, or .PDF format. All applications submitted become the property of the MWMO. The MWMO is not responsible for any cost incurred by the applicants in the preparation of the application. All expenses incurred in pursuit of this funding shall be borne by the applicant. Any questions about the requirements of the application may be directed to Douglas Snyder at 612.673.2698.

Submit the application to:

Douglas Snyder  
Mississippi Watershed Management Organization  
250 S 4<sup>th</sup> Street, Room 414  
Minneapolis, MN 55415-1373